



### Agenda

Central Committee Meeting #10 – Friday 28 April 2017

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**Time:** 16:30

**Venue:** PAR-Old Physics-G16 (Jim Potter Room)

**Chair:** Sander BREDAL

1. Procedural Matters
  - 1.1 Acknowledgement of Indigenous Owners
  - 1.2 Official Welcome
  - 1.3 Attendance
  - 1.4 Apologies
  - 1.5 Adoption of Agenda
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
4. Proposals
  - 4.1 ISA Appreciation Night Semester 1 2017 Proposal
  - 4.2 Visa / PR Workshop Semester 1 2017 Proposal
5. Final Reports
  - 5.1 Self-Protection Workshop Semester 1 2017 Final Report
6. Other Business
7. Next Meeting
8. Close



**Unconfirmed Minutes**

Central Committee Meeting #9 – Friday 7 April 2017

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Date: 7 April 2017

Time: **16 30**

Venue: PAR-Old Physics-G16 (Jim Potter Room)

Chair: Sander BREDAL

**Acknowledgement of Indigenous Owners**

**Attendance and Official Welcome**

Absent with Apologies

Exco :  
Directors :  
Officers : Wei Lee ONG, Kai Ren YU, Eu Gin LEE, Jason LIN, Josef KUEK

Late with Apologies

Exco :  
Directors :  
Officers : Wuyang QIAN, Pearly YAP

Leaving early with Apologies

Exco :  
Directors :  
Officers : Brandon LIM, Cecilia WIDJOJO, Jordan VO

Absent without Apologies

Exco :  
Directors :  
Officers :

Motion 1

Move that Standing Orders be adopted for CCM #9 at 16 45

Mover : Melia WIJAJA

Seconder : Daniel TAN

CARRIED without contention.

**1. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #9 be adopted.

Mover : Samantha WONG

Secunder : Hui Qin CHAN

CARRIED without contention.

**2. Matters Arising from Previous Minutes**

Revise previous minutes including absent, late and leaving early with apologies.

**3. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #8 be accepted and confirmed as a true and accurate record.

Mover : Chowlen LIM

Secunder : Joel LOH

CARRIED without contention.

Motion 4

Move that Miss Angeline LAYADI be granted observer status and speaking rights.

Mover: Joshua LUKITO

Secunder: Angel WEE

**4. Proposals**

**5. Final Reports**

**5.1 UMSU International Summit 2017 Final Report**

Motion 5

Move that the UMSU International Summit 2017 Final Report be accepted.

Mover : Yuen Yuen LIN

Secunder : Kai Wen LOO

CARRIED without contention.



**6. Other Business**

Motion 6

Move that CCM #9 be adjourned at 18 40

Mover : Jaycee LEE

Seconder : Michelle LUM

Motion CARRIED

**Prepared by,**

**Marcelo Diaz  
Secretary 2016/2017  
UMSU International**

**4. Proposals**

**UMSU International ISA Appreciation Night Semester 1 2017 Final Report**

Central Committee Meeting #10 – Friday 28 April 2017

**1. Introduction**

- Date : Saturday 20<sup>th</sup> of May, 2017  
 Time : 6:00 pm - 10.00 pm  
 Venue : Queen Street Rescue  
 Participants : Office bearers 2016/17 and ISAs of 2016 Semester 2

Appreciation Night is an event to appreciate the efforts of the International Student Ambassadors in all the events organized by UMSU International throughout the semester. There will be various activities and performances throughout the night. This activity is organized by the Human Resources team along with a few office bearers and ISAs.

**2. Scope of Appreciation Night**

In total, there will be around 85 possible attendees for Appreciation Night.

- 4 to 5 Organisers/facilitators who help to ensure that the whole program runs smoothly
- 49 graduating ISAs and 32 OBs

**3. Brief Budget**

A total of \$3350 is allocated for the event.  
 Below is a temporary breakdown of the budget.

Items	Costs
Venue Hire and Food	\$2700
Prizes and Souvenirs	\$450
Decorations	\$200

**4. Timeline**

Period	Task
Week 8	<ul style="list-style-type: none"> <li>• Recruit ISAs for performance</li> <li>• Discuss the venue, souvenirs, performances, games etc.</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>• Confirm Venues, Activities and Performances</li> <li>• Confirm Souvenirs for ISAs</li> <li>• Think about Decorations</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Start purchasing required items</li> <li>• Venue inspection for activities</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>• Finalize Performances and Games</li> </ul>

Prepared by,  
Joel Loh  
Human Resources Director 2016/2017  
UMSU International

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**UMSU International Visa / PR Workshop Semester 1 2017 Final Report**  
Central Committee Meeting #10 – Friday 28 April 2017

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**1. Introduction**

The following are the details for the workshop:

Date: Friday 12 May

Venue: Greenwood Theatre in Electrical and Electronic Engineering

Time: 12:00 - 2:00pm

Target Participants: 60

**2. Objectives**

- To provide international students insights into the application process of Permanent Residency and Temporary Residency visas after graduation.
- To familiarise students with the newly implemented immigration policy.
- To address the questions that graduating students have on visa or migration.
- To improve awareness of the work right issue facing by international students.

**3. Overview**

We will be collaborating with UMSU Legal department in organising this workshop.

The whole workshop consists of two sessions, visa/PR information session presented by a qualified immigration lawyer (or agent), and a work right/legal information session presented by UMSU legal and officer from external organisation. There will be Q&A after each session. UMSU Legal will be mainly in charge of contacting speakers for the visa/PR session and . For the work right session, we are planning to invite officer from Youth Worker Centre.

We are targeting 60 student participants. Student will be asked to sign up a Google Form before coming to the workshop. We will contact the students who signed up to confirm their attendance. The Google Form will be also used to gauge the topics/issues of interest and collect the questions that frequently asked.

Food and drinks will be provided after the workshop.

#### 4. Summary of Event

Time	Activity
11:30am - 11:50am	Set-up
11:50am - 12:10pm	Registration
12:10pm - 1:20pm	Visa/PR session (with 10min Q&A)
1:20pm - 1:55pm	Work Right/Legal (with 5min Q&A)
1:55pm - 2:20pm	Refreshment
2:20pm - 2:30pm	Pack-up

#### 5. Timeline

- Week 7: Preparation of Publicity Material
- Week 8: Speakers Confirmation
- Week 9: Publicity starts; Online Registration Open; Meeting with speakers
- Week 10: Publicity; Event

#### 6. Budget

We will have \$400 for the visa/PR Workshop. The following is the breakdown of the budget:

Food and Drinks	\$320
Appreciation Gift for speakers	\$80



## **7. Conclusion**

This concludes our proposal. Please feel free to approach us if you have any questions or suggestions.

**Prepared by,**

**Ethan Zhang**

**Vice President (Education and Welfare) 2016/2017**

**UMSU International**

## 5. Final Reports

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### UMSU International Self-Protection Workshop Semester 1 2017 Final Report Central Committee Meeting #10 – Friday 28 April 2017

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#### 1. Introduction

This report concludes the Self-Protection Workshop which was held on the Thursday, 6<sup>th</sup> of April 2017 in collaboration with Martial Arts and Melbourne University Taekwondo Club.

The workshop aims to equip students with necessary knowledge and information (ie. security contacts, basic self-defense knowledge) to protect themselves in the face of dangerous confrontations (thefts, gang fights, etc).

The event details are as follows:

Coordinators : Yuen Yuen LIN, Edelin ONGGO, Wuyang QIAN, Melia WIJAYA

Date : Thursday, 6<sup>th</sup> of April 2017

Time : 10am - 2pm (Session 1: 10am-12pm ; Session 2: 12pm-2pm)

Venue : South Lawn

Participating Clubs : Martial Arts Academy and Melbourne University Taekwondo Club

OBs, ISAs & Clubs Reps : approximately 30

#### 2. Event Flow

##### a. Publicity

Online publicity (Facebook) and flyer distribution began on the 27<sup>th</sup> of March. Flyer distribution ended on Wednesday, 5<sup>th</sup> of April 2017. The online form reached a total of 84 participants: 46 participants in Session 1 and 54 participants in Session 2.

##### b. Venue and Equipments

Initially, we wanted to book Grand Buffet Hall in the Union House, however, the function was not available for the day and we decided to book South Lawn from 9am-3pm for the workshop. The weather was perfect on that day.

Mats were not required because South Lawn has a soft ground. However, for safety reason, we requested the clubs not to involve any falling movement.

We hired 6 bollards from AV Melbourne to make a border line in order to indicate the space used for the workshop.

c. Registration

Online registration was made available on 27<sup>th</sup> March 2017 to Wednesday, 5<sup>th</sup> of April to help the team gauge the participants' interests. A registration desk was put up at South Lawn for both online and walk-in registrations. A total of 27 students and 15 coaches attended the workshop.

d. Actual Event

The number of participants turnout was lesser than expected. For the first session, a total of 13 participants attended the workshop (9 participants out of the 46 students registered online and 4 walk-in); for the second session, a total of 14 participants attended the workshop (8 participants out of the 54 students registered online and 6 walk-in)

Nick Parrison from Victorian Police managed to attend the event. He gave a short 15 minutes presentation about basic safety procedure at the end of session 1. His presentation was well-received by all participants, coaches, ISAs and OBs.

Despite the low number of participants, the attendees (Participants, coaches, ISAs and OBs) found the event to be fun, engaging and helpful. Most of them would want the same event to be held again.

e. Food and Incentives

The catering supplied by Subway was well-received. We ordered 10 Platter B. However, due low number of turnouts, we have a lot of leftover (about 5 platters). The leftover foods were given to some ISAs and was put in the Lounge.

At the end of the second session, a representative from Redbull (sponsor) came and give out drinks.

Coaches were presented with certificates and a total amount of \$150 gift cards for Martial Arts Academy and \$200 gift cards for MUTKD were given as a token of appreciation for their hard work and cooperation. Unfortunately, due to technical issues, we didn't manage to give it on the day of the event, but on Wednesday, 12th April 2017. They were extremely grateful and expressed that they look forward for future collaborations.

**3. Expenditure**

<b>Budget</b>		<b>\$1000</b>
<b>Actual Expenses</b>		
Food (Subway)	(\$570)	
Drinks	(\$39.5)	
Incentive (gift cards)	(\$374)*	
Gift for Victorian Police	(\$25)	
Bollards	(\$20)	
<b>Total Actual Expenses</b>		<b>\$1028.5</b>
<b>Budget (Deficit)</b>		<b>(\$28.50)</b>

\* A total of \$350 gift-card (1-\$50, 3-\$100) carries an extra charge of \$6 per card.

**4. Suggestions**
**A. Venue**

A few students mentioned that it will be better to hold the event indoor due to unpredicted weather. Even though the weather on the day was perfect, some students feel a little bit too hot. Having the event at an enclosed venue would reduce the uncertainty of having to deal with Melbourne's unpredictable weather.

#### B. Time

It was advised to move the workshop to a different time slot (later in the day or weekends) as students usually have classes during those times. Furthermore, it will be better to hold the event before or after Week 6 and 7 as many students have MSTs and Assignments due during that week. When comparing the time slots for the previous SPW, the time used then was 2PM to 6PM which had a greater turnout. It is advisable to do it later in the day as there are more students around campus during this time as well.

#### C. Contact details

It was advised to also ask for participants' contact number in online form and send a reminder one day prior to the event to confirm their attendance.

#### D. Communication with coaches

There was a slight miscommunication with the coaches as there was a change in administration as compared to last year. The main contact person for each club have changed and the current club coaches were not updated of the event. It is advisable for committee members to keep a consistent update with the coaches to ensure that coaches are aware of the timeline and flow of events. Regular meetings with respective coaches are also advisable to outline what should/should not be done or taught on the day of event, and what to expect on that day as well.

#### E. Suggestions from coaches

There was a post-event meeting held a week after the event with respective coaches. MUTKD suggested approaching them earlier in the semester so that they can help book the gym for future SPW event as they get cheaper prices for being affiliated with MU Sports. Mats can also be provided if the gym/court is booked. Both MAA and MUTKD suggested increasing the frequency of having self-protection workshops (eg. twice per semester) to assist with consolidating participants' self-defense knowledge. Future committee members can consider this, however should keep in mind of the timeline of the semester's events to avoid clashes with other events and have adequate preparation for publicity. Representative from MUTKD and MAA recommended having similar workshops in the future, even though the turnout did not reach the expected turnout, both clubs still suggest keeping to this workshop as it is to their knowledge, the only workshop catering to teaching students basic self defense.

### 5. Conclusion

This concludes the 2017 Self-Protection Report. The Education & Welfare team would like to express our sincere gratitude to Natalie, Jeremy and their respective coaches from Martial Arts Academy and Melbourne University Taekwondo and look forward to future collaborations. We would also like to thank the OBs and ISAs for all the assistance and support during the preparation period and during the event. Please do not hesitate to approach us with any suggestions to the contents of this report.

**Prepared by,**

**Melia Wijaya**

**Education & Welfare Department 2016/2017**

**UMSU International**



**6. Other Business**

**7. Next Meeting**

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Friday 12 May 2017